

Optional Form

Example – Authorization Letter to Open FRG Informal Fund Account.

[Unit Letterhead]

Office Symbol

[Date]

ATTENTION: Bank Name
New Business Accounts
Bank Address
City, State ZIP

SUBJECT: Authorization to open a non-interest bearing checking account for the
_____ Family Readiness Group (FRG) Fund
(name of FRG)

Dear New Accounts Manager:

This letter is to authorize the following named individuals to open a **Non-interest bearing** checking account:

In the name of: _____ Family Readiness Group Fund
(Enter Unit's Designation)

IRS Employee Identification Number (EIN): XXXX-XXXXX

Mailing Address: c/o _____, Address, City, State, ZIP

Authorized signatories:

Name / Title

FRG Treasurer
Alternate Treasurer
Alternate Signer

If you have any questions or concerns, contact _____ at XXX-XXX-XXXX. Thank you for your assistance.

Sincerely,

Commander's Signature Block